

Multi-Sectoral Action for Nutrition (MSAN) Project (P158769) Terms of Reference

Financial Management Specialist – PMU (MSAN)

Background:

To help reverse the increase in stunting, the Government of Sindh has approved an Inter-Sectoral Nutrition Strategy of Sindh (INSS) in 2013. Multi-Sectoral Action for Nutrition (MSAN) (P158769) activities will focus on specific investments to improve behavior around the key areas of sanitation and hygiene and food consumption, but it will also support institutional and implementation arrangements that incentivize cross-sectoral collaboration to achieve nutrition results.

The Government of Pakistan has set ambitious targets for the next ten years by committing to reduce diarrheal cases by 50 percent while improving sanitation coverage from 74 percent to 90 percent and providing access to clean drinking water for all through Pakistan Vision 2025. Targets for food insecurity call for halving the current rate of 60 percent to 30 percent.

Objectives:

The Financial Management Specialist will be based in Project Management Unit (PMU) Karachi, at the office of Multi Sectoral Actions for Nutrition (MSAN) which would be jointly managed by Local Government Department and Department of Agriculture, Government of Sindh.

To Provide expert support to MSAN Programme effectively by providing support for strengthening the financial management and institutional framework of Nutrition Cell and undertake financial activities in various categories for the Programme; both from local and foreign sources conforming to World Bank's and governments' stipulated guidelines and rules/regulations (as applicable), services of an experienced and dynamic **Financial Management Specialist** are required.

Objectives of the Assignment:

The Financial Management Specialist shall assist the Project Director(s) of MSAN i.e. Saaf Suthro Sindh Program and A4N Program in execution of financial management activities of the Project effectively and efficiently in compliance with agreed reporting protocols with the World Bank. The Specialist shall develop all the financial management tools/systems and their implementation thereof which shall serve as the basis for all managerial decisions besides effective financial management of funds. This requires close coordination and communication with all the stakeholder, external consultants and field staff when appropriate.

Scope of Work:

The scope of work is intended to describe the general nature and level of work to be performed by the Financial Management Specialist. Following may not be an exhaustive of all job functions, skills, knowledge, efforts, or working conditions associated with the job. Financial Management Specialist shall be responsible to:

1. Carry the overall responsibility for all the Financial Management functions at programme level;
2. Get well acquainted with the Government of Sindh & World Bank's Accounting Manuals, SOPs and instructions on Financial Management;
3. Liaise and coordinate with the World Bank and its supervision missions;
4. Contribute to the development of the Annual Work Plan, ensuring alignment with program's strategies, agreement on annual targets and inclusion of M&E activities in the work plan with budgeting;
5. Provide overall financial oversight of the project, including developing, guiding and directing financial management and accounting systems to support deployment of funds – ensuring efficiency and effectiveness in the delivery of outputs required to achieve the objectives of the project;
6. Ensure that accounting of resources received, reporting on receipt and use of expenditures is in compliance with the requirements of the Government of Sindh and World Bank;
7. Maintain and update the project financial management system to track and report on project resources and expenditures, and generate the necessary reports;
8. Prepare monthly reconciliation statements for all bank accounts on a timely basis, including preparation of withdrawal applications, to ensure steady flow of funds needed;
9. Maintenance of budget records , preparation and processing of revised budget documents preparation of budget re-appropriation requests and presentation to relevant authority for approval;
10. Computation of budget variances, which shall also, include budgeted amounts vouchers actual and physical progress of the Project;
11. Review of monthly bank reconciliation statements of Special/Assignment Accounts;
12. Ensure timely withdrawal from the proceeds of Credit including submission of withdrawal applications and maintenance of SOEs;
13. Manage financial aspects of the contracts under administration, including payment terms, purchase orders, variation orders etc.;

14. Maximize efficiency of financial management functions by providing strategic expert advice and implementing necessary controls ensuring transparency cost effectiveness and soundness of all financial transactions carried out under the programme;
15. Address all matters associated with taxation, duties, clearance etc.;
16. Apply pre-audit checks on all payments to the service providers before disbursement of the project's funds
17. Oversee the process of entering vouchers on the Financial MIS;
18. Preparation & consolidation of periodic/interim/mandatory financial progress reports as and when required and submission to the World Bank & Project's Stakeholders for review and approval;
19. Provide all documents/reply to the Audit Authorities as and when required regarding the project's transactions;
20. Facilitate the external auditors and responds adequately & timely to audit queries;
21. Make arrangements for audit of project funds and ensure that report produced is in compliance with audit requirements of the Government and World Bank;
22. Manage and be the custodian of all cheque books;
23. Supervise and oversee accounting staff and matters related to their performance;
24. Verification of fixed assets record and all supply inventories;
25. Preparing management briefs on the basis of financial reports that highlight variance, achievements and also provide recommendations to improve performance;
26. Any other task assigned by the MSAN Project Director(s).

Qualification and Experience:

- At least a Master's degree from Higher Education Commission recognized University preferably in Accounting or Finance, preferably CPA/CA/ACCA (or equivalent) with at least five (05) years of progressively responsible finance management services (post-qualification) in the public and private sector.
- The incumbent should have extensive knowledge of Government Financial Management systems and knowledge about World Bank Financial Management and disbursement guidelines.
- Should possess strong communication skills and persuasiveness in presenting, negotiating and resolving highly complex issues; both vocally and in writing.

- Training in SAS shall be a preference.
- Proficiency in English and basic IT skills (MS Office) will be mandatory.

Institutional Arrangements and Reporting:

The Financial Management Specialist/Consultant will report to the MSAN Project Director(s), through Monthly Progress Reports delineating all the activities undertaken during a certain month. Upon conclusion of the assignment the Consultant will be required to submit an End of Assignment Report.

Selection Process:

Procurement will be completed following the Selection Based on Consultants Qualification (CQS) method in accordance with paragraph 3.7 of World Bank's Guidelines: Selection and Employment of Consultants [under IBRD Loans and IDA Credits & Grants] by World Bank Borrowers (January 2011).

(Revised July 2014)